



U.S. PASSPORT INFORMATION

U.S. Embassy Guatemala City

Replacement of an emergency passport for adults age 18 and over

To make an appointment go to
[Appointment system](#)

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that a **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If you have never had or applied for a social security number, you will be required to submit a declaration under penalty of perjury that you were never issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

If you have an emergency passport, you have already paid a fee for it and this passport was issued **within one year**, you can replace your passport with the same fee without extra cost.

If your emergency passport expired and was issued more than one year ago, or you did not pay the fee of an emergency passport you need to pay a fee and proceed as if it was a **Passport Renewal for Adults** (PDF – 196KB).

Replacement of an Emergency Passport issued within a year:

The day of the appointment you need to bring:

- ☐ Passport application **form DS-5504** filled online and printed. To complete online go to: <https://pptform.state.gov/>
- ☐ **Proof of U.S. Citizenship:** submit your emergency passport.
- ☐ **Proof of identity:** submit your emergency passport.

- ☐ One color passport **photo**, 2” X 2” on a white background. Check photo requirements.
- ☐ In case the applicant is unable to sign, will be required to bring a previously known witness and fill out form **DS-71**

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Passport applications are sent to the United States for printing and takes approximately **ten business days** to process. Your process will be delayed significantly if you are missing any of the requested documents. You will receive a pick-up note indicating when your passport will be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).